



Human Resources/Administrative Civil Service  
40555 Utica Road, P. O. Box 8009  
Sterling Heights, MI 48311-8009  
586/446.2310  
www.sterling-heights.net

## APPLICATION FOR EMPLOYMENT

**INSTRUCTIONS:** Type or print in ink. Complete all questions in detail. Attach additional pages, if necessary, and documents requested. The Human Resources Office must receive this application no later than 5:00 p.m. on the closing date indicated on the position announcement. **Separate application forms are required for each position in which you are interested. Incomplete applications will be disqualified.**

**POSITION APPLYING FOR** \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Number) (Street) (Apt. #)

(City) (State) (Zip Code) (E-mail address)

Telephone (home) \_\_\_\_\_ Alternate \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Type \_\_\_\_\_ Exp. Date \_\_\_\_\_ Issuing State \_\_\_\_\_

Are you 18 years of age or older? ☐ Yes ☐ No Will you accept a temporary position? ☐ Yes ☐ No

Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No

Have you ever been discharged, requested or forced to resign from any position for misconduct or unsatisfactory service? ☐ Yes ☐ No

Have you ever been convicted of a crime, regardless of whether the conviction was later set aside or expunged, in any domestic, foreign or military court? ☐ Yes ☐ No

Are you presently pending trial or other court proceedings for any crime? ☐ Yes ☐ No

Are there any felony charges pending against you? ☐ Yes ☐ No

If you answered "yes" to any of the above questions, please give the details including offense(s) for which convicted (or trial pending), date(s) of conviction(s) and jurisdiction(s) (court, city, county & state). If offense(s) has/ve been set aside or expunged, please give date(s): \_\_\_\_\_

Were you previously employed by the City? ☐ Yes ☐ No If yes, list under Employment History

Do you have any relatives employed by the City? ☐ Yes ☐ No

Are you related to an elected or appointed official of the City? ☐ Yes ☐ No

Person to notify in case of emergency: \_\_\_\_\_  
(Name) (Relationship)

(Address) (Telephone Number)

How did you learn about this position? ☐ City's Website ☐ City's Job Hotline ☐ Job Announcement

☐ Walked or called in to Human Resources ☐ Newspaper Advertisement (which newspaper?) \_\_\_\_\_

☐ Other \_\_\_\_\_

## EDUCATION

Did you graduate from High School or do you have a G.E.D.? ☐ Yes ☐ No High School G.P.A.: \_\_\_\_\_

Name of School/College/University	Major	Credit Hours	Degree*	G.P.A.
Name of Trade/Technical/Business or Other School(s) Attended	Course of Study		Diploma	

\*Transcripts may be required upon hire.

## SKILLS OVERVIEW

List license, professional registrations (date), certificates and professional memberships: \_\_\_\_\_

List computer software with which you are familiar: \_\_\_\_\_

Please summarize relevant skills and experience that exemplify your qualifications for the above position: \_\_\_\_\_

Fluent in a language other than English	Language(s)	Speak	Read	Write
<input type="checkbox"/> Yes <input type="checkbox"/> No				

## MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? ☐ Yes ☐ No If yes, what branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_  
(Month) (Day) (Year) (Month) (Day) (Year)

Rank at Discharge: \_\_\_\_\_ List duties in the service including special training: \_\_\_\_\_

Honorably discharged veterans wishing to claim preference points must submit a copy of their DD214 with application or within two weeks from date of application.

## PERSONAL REFERENCES

(Do Not Use Relatives or Former Employers)

Name	Address	Telephone	Association

## EMPLOYMENT HISTORY

**DIRECTIONS:** Review the qualifications on the announcement for this examination carefully. If work experience or specific skills are listed as qualifications, you must describe how you meet the qualifications by listing your work experience, skills, etc. **Be complete and specific. Resumes may be included but not substituted.** Begin with your present or most recent job. List promotions or changes from part-time to full-time work hours with the same employer separately. **Attach extra pages if necessary to provide a complete work history. NOTE: Failure to complete this section of the application will result in disqualification.** You will not be contacted to clarify this information, nor will amendment or correction be permitted after the official closing date of the position announcement. You must include all telephone numbers, addresses, etc.

List Present or Most Recent Position First; then Next Most Recent, etc.	Exact Title and Description of Duties
Name of Firm	
Address	
Name of Supervisor	Telephone
Department	
Dates From	To
Type of Business	
Starting Salary	Ending Salary
Hours per Week	
Reason for leaving or wanting to change	
Name of Firm	
Address	
Name of Supervisor	Telephone
Department	
Dates From	To
Type of Business	
Starting Salary	Ending Salary
Hours per Week	
Reason for leaving or wanting to change	
Name of Firm	
Address	
Name of Supervisor	Telephone
Department	
Dates From	To
Type of Business	
Starting Salary	Ending Salary
Hours per Week	
Reason for leaving or wanting to change	
Name of Firm	
Address	
Name of Supervisor	Telephone
Department	
Dates From	To
Type of Business	
Starting Salary	Ending Salary
Hours per Week	
Reason for leaving or wanting to change	

## **READ THE FOLLOWING CAREFULLY AND SIGN BELOW**

I understand and agree that information provided in this application will be relied upon by the City of Sterling Heights in considering me for employment, and I certify that all information is true and that I have not knowingly omitted any requested information. I further understand that any false or misleading statements or omissions made by me on this application or other city records will subject me to disqualification from consideration or dismissal at any time during my employment.

I hereby authorize the City of Sterling Heights to make a thorough investigation of my past employment, driving record, criminal conviction records and educational attainment. I agree to cooperate in such investigation and I release the City and any person or organization supplying information to the City in connection with such investigation of and from liability in connection with the furnishing or use of such information.

I understand that as a condition of employment by the City of Sterling Heights, I must successfully pass a medical screening including an alcohol/drug test. Applicants testing positive for illegal drugs, unauthorized prescription drugs or alcohol will not be hired by the City.

I understand that the U.S. Government requires the City to verify my eligibility for employment in the United States and my identity. I further understand that the City must decline to hire me if I fail to present adequate proof of my eligibility and identity.

I understand all conditions of employment including but not limited to hours, benefits and salary are subject to change at any time.

I have been advised and I am fully aware that I must become a resident of Macomb County and/or reside within 20 miles of the municipal boundaries within six months from date of hire if employed in a full-time capacity and that I must remain as such while employed by the City.

The law requires that a disabled person needing accommodations for employment must notify the employer in writing within 182 days after the need is known. If you need accommodations in order to take a test during the recruitment process, you must notify the Human Resources Office in writing of the need for accommodations within six days of the exam.

I understand that if I am hired, my employment is terminable at will and as such I realize that I may be discharged with or without cause. This is the only employment contract that the City has represented to me and I understand that no oral representations or written statements in personnel policies are intended to or may be interpreted as, superseding or contradicting the terms of this "at will" employment contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

THE CITY OF STERLING HEIGHTS IS AN EQUAL OPPORTUNITY EMPLOYER

## **VOLUNTARY INFORMATION**

In order to comply with reporting requirements under Federal law, we ask you to voluntarily complete this section. The information requested will be kept confidential and a refusal to provide the information will not affect your opportunity for employment. It will not be used for hiring, placement or any other decision related to terms and conditions of employment.

Thank you very much for your cooperation.

<b>Sex</b>	<b>Race or National Origin</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native